

## APPENDIX I

# GLOSSARY

- AC**— Alternating Current. The type of electrical current available from standard wall outlets.
- ACTION**— In still photography, movement within a scene being photographed.
- AD LIB**— Extemporization of lines not written in the script; improvised, impromptu or off-the-cuff remarks.
- ADVANCE STORY**— A story written to promote a scheduled special event.
- AFRTS**— Armed Forces Radio and Television Service. Provides its outlets (including NBS detachments) with broadcasting materials.
- AFRTS-BC**— Armed Forces Radio and Television Service Broadcast Center. Provides radio and television program materials through the AFRTS Satellite Network (SATNET), on the Armed Forces Satellite-Transmitted Radio Service (AFSTRS), and AFRTS-BC Affiliate Information Network (AIN) teletype service.
- AFSTRS**— The tied Forces Satellite-Transmitted Radio Service.
- AGIATION**— The process of moving a photographic film, plate or paper in a processing bath or moving the bath relative to the photographic material during processing.
- AMPLITUDE**— The range or strength of an electrical signal.
- APERTURE**— In an optical system, an opening through which light can pass.
- ART**— A general term for all newspaper and magazine illustrations, including the flag.
- ASPECT RATIO**— In television, the proportional relationship of the width of the screen to the height of the screen. The aspect ratio of any television screen, regardless of its physical size, is 3:4 — three units high and four units wide.
- ASSEMBLE EDITING**— In television, an editing mode where the editing control unit (ECU) adds control track and program footage (both audio tracks and the video track) to the edit/record videocassette recorder (VCR) at a predetermined in-edit point.
- ATTRIBUTION**— The act of referring to the name of a person in a news story who makes a statement that may be challenged.
- AUDIO CONSOLE**— In radio and television, the main board to which microphones, cartridge machines, reel-to-reel tape recorders/reproducers, remote lines, CD players and other audio equipment are connected.
- AUDITION**— In radio, the nonprogram channel on an audio console.
- AUTOWINDER**— A mechanical device (used with a 35mm single-lens reflex (SLR) camera) that advances the film after each manual exposure.
- BACKGROUND BRIEFING**— A briefing usually delivered by the PAO to give reporters background information about a particular subject. The content or source of a story written from a background briefing is usually attributed to a “Navy spokesperson,” “informed military sources” or some other truthful, but not specifically identified, individual imparting the information.
- BACKLIGHTING**— In still photography and television, the type of lighting effect created when the light source is in front of the photographer and behind the subject. Backlighting is used to separate the subject from the background by casting a rim of light across the head and shoulders of the subject.
- BALANCE**— (1) In still photography, the process of placing elements of balance, such as objects, shapes or tones, in opposing sections of a photographic composition so that each section appears to have an equal amount of weight or value. (2) In radio and television, the process of adjusting the levels of two or more sound sources in a program so each is heard at the proper comparative volume.
- BARN DOORS**— In television and still photography, metal flaps connected to the body of a lighting instrument used to control light dispersion.

**BAYONET MOUNT**— A means of quickly attaching or removing a lens or filter by turning through only part of a revolution.

**BIOGRAPHY**— A sketch of a person's naval career, normally written for command and flag officers (and C/MCs).

**BLUELINE**— A replica of a newspaper in reverse; compatible to a blueprint.

**BLUEPRINT**— The layout sheets of a newspaper on which a detailed plan or sketch shows the arrangement of art, heads and copy. The blueprint guides the compositor in making up the actual pages.

**BOARD FADE**— In radio and television, the act of turning the master audio pot or appropriate video controller to its full off position. Used in emergency situations.

**BODY**— The main part of a story that supports the lead and the bridge (if applicable) by telling the full story in detail.

**BORDER**— An ornamental or finishing rule used around the edge of printed matter.

**BORDER AREA**— In television, the portion of a graphic that helps prevent damage, eases handling, compensates for improperly framed shots and serves as a bleed-off area for overscanned television sets.

**BOX**— An enclosure of rules or border used around a headline or story to give a more prominent display.

**BRIDGE**— In newswriting, a connecting sentence or paragraph between the lead and the body of a story.

**BULK FILM CHAMBER**— A long-length roll film magazine designed to handle enough film for 250 or more exposures.

**BURNING IN**— *See* DODGING.

**C/MC**— Command Master Chief.

**CABLE RELEASE**— A device consisting of a stiff wire encased in an outer flexible covering designed to trip a camera shutter without touching the camera itself. One end is threaded to fit the shutter, and the other has a thumb-operated plunger.

**CAMCORDER**— An electronic news gathering (ENG) camera that combines a camera, video cassette recorder and microphone in one unit.

**CAMEL HAIR BRUSH**— A term used to define any brush with superfine, soft bristles used for dusting lenses and front surface mirrors.

**CAMERA**— A lighttight chamber, usually fitted with a lens, through which the image of an object is recorded on a light-sensitive material.

**CAMERA, CONVERTIBLE**— An electronic news gathering (ENG) camera that maybe converted for use in a television studio.

**CAMERA, ENG**— A television camera powered by batteries and used for electronic news gathering (ENG) news assignments.

**CAMERA, STUDIO**— A television camera mounted on a pedestal that allows the camera operator to wheel it to different locations easily during shot changes.

**CAMERA OPERATOR**— In television, a member of the studio production team who operates the studio camera according to the instructions of the director.

**CAPTION**— A small headline or display line sometimes used with a cutline. (**NOTE:** The word *caption* also is used as a synonym for the word *cutline*.)

**CARD, CHROMA KEY**— In television, a visual created when the image from one video source is inserted into the picture of another video source.

**CARD, COMBINATION TITLE**— In television, a visual consisting of lettering against pictorial information (either artwork or photography). The lettering may be either on the card itself or on an overlay.

**CARD, PLAIN TITLE**— In television, a visual consisting of printed lettering (without any pictorial background), such as the title of the show and the name of the performers and producer.

**CARD, STUDIO**— In television, a visual consisting of a mounted photograph or illustration, sometimes accompanied by words.

**CARD, SUPER/KEY**— In television, a visual created when the lettering of a card is superimposed electronically over another background (or over another picture) from another camera.

**CARET**— A character (^) used to denote where corrections are to be inserted in copy.

**CART**— *See* CARTRIDGE.

**CARTRIDGE**— A continuous loop of tape encased in plastic and used to play music and sound effects. It is played in a cartridge machine and recues itself automatically after each use. Commonly referred to as a “cart” in the broadcast industry.

**CATHODE-RAY TUBE**— In television, a vacuum tube using a controlled beam of electrons that strike a fluorescent target (the television screen) and emit light.

**CCU**— Camera Control Unit. In television, a device consisting of a waveform monitor, television monitor and shading control used by technicians to monitor and adjust the video levels of a studio camera. The CCU is normally located in the television control room.

**CD**— *See* COMPACT DISC.

**CHANGE TRANSMITTAL**— The medium used to transmit changes to an instruction, and under special circumstances, a notice.

**CHARACTER GENERATOR**— In television, a computer graphics system used to create letters and numbers in a variety of sizes and fonts.

**CHINFO**— Chief of Information. Normally a rear admiral who is responsible for the development of Navy public affairs guidance.

**CHROMA KEY**— In television, an electronic special effect that combines two video sources into a composite picture, creating the illusion that the two sources are physically together.

**CIRCUIT**— In radio and television, a group of Navy Broadcasting Service (NBS) detachments or Shipboard Information, Training and Entertainment (SITE) equipped ships that receive the same weekly package of program material units on a sequential basis from the Armed Forces Radio and Television Service Broadcast Center (AFRTS-BC). All circuits within a specific geographical area are overseen by a circuit manager.

**CLOSE-UP (CU)**— In television and still photography, a shot in which the talent or subject is of primary interest and only a small segment of the background is discernible.

**COLOR BARS**— In television, a color standard used to test and align color television equipment.

**COLOR TEMPERATURE**— The apparent color of a light source in terms of its relative blue or red content. Color temperature is measured in degrees Kelvin (K).

**COLORS, PRIMARY**— In still photography and television, blue, green and red.

**COLORS, SECONDARY**— In still photography and television, cyan, yellow and magenta.

**COLUMN INCH**— An area that’s one column wide and one inch deep and is used in measuring the contents of a newspaper page.

**COLUMN RULE**— A thin, vertical line used to separate columns of type and to separate unrelated items, such as photographs and stories, from the rest of the page.

**COMMAND HISTORY**— (1) The only overall account of the activities and achievements of a U.S. Navy command. Annual command histories are housed at the Naval Historical Center in Washington, D.C. and serve as the eventual basis for published naval histories. (2) The portion of a welcome aboard booklet or media information kit that briefly summarizes the history of a command.

**COMMAND PRESENTATION**— A visual presentation that covers the mission and history of a command. It is usually narrated live from a script and accompanied by either overhead transparencies or 35mm slides. The command presentation also may be recorded on videotape.

**COMMAND RELEASING AUTHORITY**— The individual designated by the commander to release home town news in block two of the Fleet Home Town News Release Form (NAVSO 5724/1). .

**COMMAND WELCOME INFORMATION**— *See* WELCOME ABOARD BOOKLET.

**COMPACT DISC**— A 4 3/4-inch plastic platter with digitally encoded audio. When inserted in a compact disc player, the disc is seamed by a laser beam positioned above it, thus producing superior audio.

**COMPILATION CUTTING**— In television, a videotape editing technique whereby segments are tied together through narration.

**COMPUTER GRAPHIC**— In television, an electronic picture stored digitally in a computer that may be recalled for airing or altering by a graphic artist.

**CONTACT PRINTING**— In still photography, a method of printing whereby the print produced is in immediate contact with the original or negative. These prints are the same size as the original or negative.

**CONTINUITY CUTTING**— In television, a commonly used videotape editing technique for news or feature releases when the storytelling is dependent on matching consecutive scenes. Continuity cutting includes the cutaway and cut-in.

**CONTRAST**— In still photography and television, a general term referring to differences among extremes of tone values in negatives, prints and subject or lighting. When the difference is great, the contrast is called high, hard or contrasty; when the difference is slight, the contrast is soft, flat or low.

**COPY**— A term used to describe all news manuscripts and text or artwork to be printed in a publication.

**COPY EDITING**— The process of locating and correcting inaccuracies in a news manuscript before they can be printed and distributed.

**COPY EDITING SYMBOLS**— A special set of symbols used by a copy editor to make corrections, additions or deletions in copy.

**COPYRIGHT**— The exclusive right of possession given an individual by law to protect his literary works; musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; and sound recordings.

**COUNTDOWN LEADER**— In television, the numbers that appear on videotape before the actual program begins. Countdown leader is used to facilitate precise cuing.

**CREATED NEWS**— News that is generally concerned with something the Navy, or some person or organization has done or plans to do and wants the public to know about.

**CREDIT LINE**— The final portion of a cutline used to acknowledge the originator of a photograph.

**CROP**— The act of blocking out unwanted portions of a photograph, either by cutting the print or by enlarging or contact printing.

**CROSSCUTTING**— In television, the use of shots from two different actions or events that will finally be related.

**CUE**— (1) In radio and television, the act of presetting programming materials so that they are available for immediate airing. (2) The signal given to the talent by the floor manager, meaning “begin action” or “start talking.”

**CUE DOTS**— In television, the small, white squares that appear in the upper right-hand corner of the television screen when certain Armed Forces Radio and Television Service (AFRTS) videocassettes are played. Programs on multiple videocassettes are cue-dotted at 10, seven and two seconds from the end of each tape, except the last tape of the program.

**CUTAWAY**— In television, a secondary action shot used to change positions, movements or characters or to denote a lapse of time.

**CUT-IN**— In television, a primary action shot from the main scene that is relevant to the mood or action.

**CUTLINE**— The explanatory matter that accompanies a photograph. A cutline supplements a photograph by explaining action, naming people and giving background information.

**CUTOFF LINE SYSTEM**— In television, natural dividing lines that assist the director in producing aesthetically pleasing shots.

**CUTOFF RULE**— A rule or line placed horizontally across one or more columns to separate units, such as boxes and multicolumn heads, from the rest of the page.

**CYLINDER**— *See* PLATEN.

**DAISY WHEEL**— In typewriters and printers, the mechanism used to print keyboard characters. The individual characters of a daisy wheel are mounted in a circular pattern and connected to a hub with spokes; the whole unit resembles a daisy. When a character on the keyboard is depressed, the daisy wheel rotates until the correct character is in place.

**DATELINE**— The lead-in line of a cutline or story that gives the point of origin.

**dB (DECIBEL) GAIN SWITCH**— In television, a switch used to increase the video output of a camera. The dB gain switch normally has two positions — 6dB and 12dB.

**DC**— Direct Current. The type of electrical current available from batteries.

**DEPTH**— In still photography, an illusion of three-dimensional space that is sometimes created by a combination of favorable lighting and coloring of the set and favorable viewing conditions for the reproduction.

**DEPTH OF FIELD**— The distance between the points nearest and farthest from the camera that are acceptably sharp at a given lens setting.

**DESIGN**— The function of planning for the total structure of a newspaper page before any layout work is done.

**DESIGN, BRACE**— *See* DESIGN, FOCUS.

**DESIGN, CIRCUS**— A traditional front-page newspaper design pattern in which each individual element competes for the reader's immediate attention, resulting in no clear focus of interest on the page.

**DESIGN, FOCUS**— A traditional front-page newspaper design pattern in which the headlines and pictures are positioned on the page to form a diagonal line from the upper left-hand corner to the lower right-hand corner.

**DESIGN, FUNCTIONAL**— A contemporary front-page newspaper design pattern in which the page is made up in a manner that will be most appealing and convenient to the reader.

**DESIGN, GRID**— A contemporary front-page newspaper design consisting of modules of varying sizes with the grid lines formed by the spaces between columns and the spaces separating stories.

**DESIGN, HORIZONTAL**— A contemporary front-page newspaper design pattern where elements are placed on the page. The page is made up with the elements being placed on the page so the majority of the elements present a horizontal display.

**DESIGN, MODULAR**— A contemporary front-page newspaper design pattern where pleasing blocks (modules) of vertical and horizontal rectangles are combined.

**DESIGN, RAZZLE-DAZZLE**— *See* DESIGN, CIRCUS.

**DESIGN, SINGLE THEME**— A contemporary front-page newspaper design that emphasizes a single, important story or issue without the use of stories or reefers.

**DESIGN, TOTAL THEME**— A contemporary front-page newspaper design that emphasizes a single, important story or issue with a large photograph (or line art) covering the entire area, a single story and photograph, or a billboard (dominant photograph with page reefers to major stories).

**DESKTOP PUBLISHING**— The use of a micro-computer, page layout software and a laser printer to generate typeset-quality graphics and text.

**DEVELOPER (CHEMICAL)**— A chemical agent used to produce a visible image on an exposed photographic layer.

**DIRECTIVE**— A type of correspondence that prescribes or establishes policy, organization, conduct, methods or procedures; requires action or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be issued formally.

**DIRECTOR**— In television, the individual in charge of the studio production team. The director gives instructions to every member of the team, either directly, or in the case of the talent, indirectly.

**DISPLAY SCREEN**— Another name for a computer monitor.

**DMI**— Defense Media Institute. Provides specialized instruction for all military service personnel in the public affairs field.

**DODGING**— In still photography, a printing technique in which certain areas being exposed are temporarily shielded, thereby producing a different exposure than that used for the rest of the print.

**DOLLY**— In television, a secondary camera movement where the camera and pedestal are moved toward or away from the subject.

**DOMINANT ELEMENTS**— *See* NEWS PEG.

**DUMMY**— The process of indicating where each element will be placed on a layout sheet (sometimes called dummies or roughing in).

**ECHO**— In radio, the repetition of sound usually achieved by using a reel-to-reel tape recorder.

**ECU**— Editing control unit. In television, a piece of electronic equipment used to control the playback and edit/record videocassette recorders during videotape editing.

**EDITING CELL**— An area of a television studio devoted to videotape editing. Most editing cells in NBS detachments include a playback videocassette recorder (VCR), edit/record VCR, two television monitors, audio mixer and an editing control unit (ECU).

**EDITORIALIZING**— A violation in newswriting that occurs when the writer consciously or unconsciously expresses doubt, censure or praise in a news story or headline.

**ELECTRONIC FLASH**— In still photography, a high-voltage light source for illumination, producing a momentary flash of light of high intensity.

**ENG**— Electronic News Gathering. In television, the use of a portable video camera and portable video-cassette recorder to cover news.

**ENLARGER**— In still photography, a photographic projection printer.

**EQUALIZER**— In radio and television, a piece of equipment that alters the frequency response of an audio signal, allowing modification of specific portions of the overall signal. Equalization does not eliminate frequencies totally, but it will vary their playback levels.

**ESSENTIAL AREA**— In television, the portion of a visual that must include all the important information to ensure its reception by the viewer.

**EXPOSURE**— In still photography, a predetermined combination of shutter speed and lens aperture that allows light to pass through the lens and strike the film.

**EXTREME CLOSE-UP (ECU)**— In television and still photography, a shot where the talent or subject practically fills the screen or frame.

**EXTREME LONG SHOT (ELS)**— In television and still photography, a shot that produces a very wide field of view.

**FADE**— In radio and television, the gradual decrease or increase of the audio or video signal.

**FEATURE NEWS**— News that centers on an event or situation that stirs the emotions or imagination of an individual.

**FEATURE STORY**— A story that not only entertains, but is informative because it contains all the elements of a news story.

**FHTNC**— Fleet Home Town News Center. Administers the Fleet Home Town News Program.

**FILE, ALIBI**— A public affairs office file that contains query sheets and copies of news advisories released to the news media. Although a separate file, the news release file is also called an alibi file.

**FILE, CLIP**— A public affairs office file that contains clippings of stories that have been released and have appeared in print.

**FILE, COMMAND**— A public affairs office file that contains reference material pertaining to the

command, such as the command history and biographies of the CO, XO and C/MC.

**FILE, COMMUNITY RELATIONS**— A public affairs office file that contains the names, addresses and telephone numbers of civic leaders and community groups with which the command maintains contact.

**FILE, CORRESPONDENCE AND MEMOS**— A “public affairs office file that contains all outgoing and incoming official correspondence and memos.

**FILE, FLEET HOME TOWN NEWS**— A public affairs office file that contains a 90-day logbook or index file of each release form mailed to the Fleet Home Town News Center (FHTNC). For deployed units, this file contains copies of every release form that is part of a hold file.

**FILE, FUTURE**— A public affairs office file that contains a current listing of all events that have been scheduled or planned for the future.

**FILE, MATTERS PENDING**— A public affairs office file that maintains notes and reminders on pending ideas that may be useful for news releases, feature stories, news pegs for special events and other public affairs activities.

**FILE, MEDIA RELATIONS**— A public affairs office file that contains a listing of all media in the local area and any pertinent amplifying information.

**FILE, NEWS RELEASE**— A public affairs office file that contains the original news releases distributed to the media. The news release file is also called an alibi file.

**FILE, PHOTOGRAPHIC**— A public affairs office file that contains photographs of the ship underway or points of interest within a shore command. The photographic file also contains photographs to accompany biographies of the CO, XO and C/MC.

**FILE, PROJECT**— A public affairs office file that contains past, present and future public affairs projects involving the command.

**FILE, SPEECH**— A public affairs office file that contains copies of all prepared speeches and other presentations delivered by members of the command in connection with the speakers bureau. It also contains background materail for future speeches.

**FILM**— A light-sensitive emulsion of silver halides suspended in gelatin and coated on a transparent and

chemically neutral base, usually cellulose or polymer plastic.

**FILM SPEED**— *See* ISO.

**FILTER**— (1) In photography, a layer of colored glass, gelatin or other material used to alter the characteristics of light before it reaches the film. (2) In radio and television, an electronic circuit designed to pass only selected audio frequencies while eliminating all others.

**FILTER, COLOR COMPENSATING**— A filter used to change the overall color balance of photographic results obtained with color film and to compensate for deficiencies in the quality of the light when printing color films.

**FILTERS, KODAK WRATTEN™**— A line of filters used in black-and-white photography.

**FIVE Ws, THE**— The who, what, when, where, why (and sometimes how) that a journalist attempts to answer in writing a summary lead.

**FIXER**— A solution used to remove undeveloped silver halides from photosensitized emulsions. The fixer usually contains sodium or ammonium thiosulfate, a hardening agent, and an acid or acid salt.

**FLAG**— A newspaper device used to indicate section pages or special pages, such as editorial, sports and family pages.

**FLASH**— *See* ELECTRONIC FLASH.

**FLOOR MANAGER**— In television, a member of the studio production team who is in charge of all activities on the studio floor. The floor manager's main responsibility is to communicate instructions from the director to the talent using hand signals.

**FLOPPY DISK DRIVE**— A secondary storage device that uses a removable magnetic disk (floppy disk).

**FLUSH**— To place copy even with the column margin on either the left or right. Usually designated "flush left" or "flush right."

**FOCAL LENGTH**— The distance from the optical center of the lens to the focal plane (film plane) when the camera is focused upon an object at infinity.

**FOCAL PLANE**— The surface (plane) on which an axial image transmitted by a lens is brought to sharpest focus.

**FOCAL POINT**— A point on a newspaper page where the reader normally looks for the most important story.

**FOCUS**— To adjust the position of either the lens or focusing screen in a camera or projector to secure the sharpest possible image of the object.

**FOLIO LINE**— A newspaper's identification line on each page.

**FOLLOW-UP STORY**— A story written to update the developments of a previous story.

**FOOTCANDLE**— A basic measurement used to gauge the intensity of light.

**FORMAL BALANCE DESIGN**— A traditional front-page newspaper design pattern in which the page is divided in half vertically and each element on one side of the vertical centerline is duplicated by the same treatment of elements at the same point on the opposite side.

**FOUR-UNIT HEADING**— In radio and television, the portion of the broadcast scrip/release that contains the slugline, date, copy length and release line. It is located below the administrative information.

**FREEDOM OF INFORMATION ACT, THE**— A law established to give the public the right to access records of the executive branch of the federal government.

**FRONT LIGHTING**— In still photography, the type of lighting effect created when the sun is in back of the photographer.

**f/STOP**— A numbered diaphragm opening through which light enters the camera; f/stops are usually calibrated to change the amount of light by a factor of two times with each succeeding number.

**GAIN**— The level of amplification for video or audio signals.

**GAIN CONTROL**— *See* POT.

**GALLEY PROOF**— The initial copy of a typeset story used for proofreading and annotating typesetter errors.

**GRADUATE**— A container for liquids marked off to measure various volumes.

**GROUND GLASS**— A sheet of glass with a grained or matte (translucent) surface, such as a focusing screen or a diffusing screen.

**HALFTONE**— The technique used to reproduce photographs or drawings with tonal qualities

through the process of creating a pattern of dots or lines; the lighter the tone, the smaller and farther apart the dots.

**HANDOUT**— A term used by civilian editors to describe a standard news release.

**HARD NEWS**— A type of news story designed primarily to inform the reader, listener or viewer.

**HEAD, BANNER**— A headline that is set the full-page width at the top of a news page to draw attention to the lead story or the page in which it appears.

**HEAD, CROSSLINE**— A headline similar in appearance to a banner head, except it does not always span the full width of the page. However, the crossline head covers all the columns of the story to which it pertains.

**HEAD, FLUSH LEFT**— A two- or three-line headline with each line set flush left.

**HEAD, HAMMER**— A headline variant that is set twice the size of the main head, set flush left and is no wider than half the width of the headline area. Also known as a reverse kicker.

**HEAD, JUMP**— A headline variant designed to help the reader find a portion of a story continued from another page.

**HEAD, NOVELTY**— A headline variant that features typographical tricks, such as setting part of the head upside down, using an ornate typeface or substituting artwork as characters.

**HEAD, SIDE**— A headline that runs alongside a story.

**HEAD, SKYLINE**— A banner headline set above the flag or nameplate.

**HEAD, STANDING**— A headline variant used for regular or recurring content, such as sports and chaplains' columns. The standing head does not change from issue to issue.

**HEAD, STREAMER**— The widest and biggest multicolumn headline on a page, regardless of whether it is set the full width of the page.

**HEAD, TRIPOD**— A headline variant characterized by a single, short line of larger type set to the left of two lines of smaller type. The tripod portion (larger wording) should be twice the size of the definition or main headline.

**HEAD, WICKET**— A headline variant characterized by a short line of larger type set to the right of two

lines of smaller type. The wicket is essentially a tripod head in reverse, sans colon.

**HEADLINE**— A newspaper device that attracts the reader to a story, usually by summarizing the contents of the story (also referred to as a "head").

**HEADLINE SCHEDULE**— A keyed record of all the headlines used in a particular newspaper and usually specifying the unit count for each.

**HOLD FILE**— A collection of Fleet Home Town News Release Forms (NAVSO 5724/1) submitted to the Fleet Home Town News Center (FHTNC) by a deploying unit. The hold file is used to process master (roster) stories, such as the deployment, mid-deployment and end of deployment stories.

**HOUSE ORGAN**— A publication printed by a business or organization that is intended primarily for internal readership.

**HUE**— In television, the actual color of light.

**HYPO**— *See* FIXER.

**INITIAL LETTER**— A large, ornate capital letter used at the beginning of a paragraph.

**INSERT EDITING**— In television, an editing mode whereby the editor may add or change video or audio separately or together without affecting the control track.

**INSTRUCTION**— A directive that contains authority or information having continuing reference value or requiring continuing action. It remains in effect for seven years or until it is superseded or otherwise canceled by the originator or higher authority, whichever occurs first.

**INTERVIEW**— A conversation between two people, one of whom seeks information from the other.

**INTERVIEW, AD-LIB**— In radio and television, an interview method that is totally unrehearsed or "off the cuff."

**INTERVIEW, INFORMATION**— In radio and television, a type of interview designed to inform the audience.

**INTERVIEW, MAN ON THE STREET.** *See* INTERVIEW, OPINION.

**INTERVIEW, OPINION**— In radio and television, an interview whereby the thoughts or opinions of the interviewee are highlighted, such as the "man on the street" interview.



**INTERVIEW, PERSONALITY**— In radio and television, an interview that highlights the accomplishments of an individual or the position he holds.

**INTERVIEW, SCRIPTED**— In radio and television, an interview method in which all the questions and answers are prepared in advance and the interviewee(s) read from a prepared text.

**INTERVIEW, SEMI-SCRIPTED**— In radio and television, an interview method in which the interviewer researches the interviewee and subject matter, reviews possible questions with the interviewee in advance, and in some instances, rehearses the interview.

**INVERSE SQUARE LAW**— The intensity of light received at a point varies inversely as the square of the distance from the source. The law holds for relatively small sources only and is useful in calculating photographic exposures.

**INVERTED PYRAMID**— The standard straight news story form in which the writer arranges the facts in descending order of importance.

**IRIS DIAPHRAGM**— A term applied to the adjustable aperture fitted into the barrel of a photographic lens and so-called because the contraction of the aperture resembles that of the iris (pupil) in the human eye.

**ISO**— In still photography, the standard that indicates the sensitivity (film speed) of black-and-white and color film. ISO is an acronym for International Standards Organization, a federation of all national standards bodies of the world.

**JUMP CUT**— In television, an awkward or jarring transition between two camera shots.

**KELVIN**— The measurement of the color of light in degrees. Numerically, the Kelvin temperature is equal to the Centigrade temperature plus 273 degrees.

**KEYBOARD**— An input device used with computers that includes alphabetic, numeric, punctuation, symbol and control keys.

**KICKER**— An underscored line of display type placed above the main headline and to the left margin of the copy block. The kicker is one-half the size of the main headline and it is usually one-third to one-half the length of the main headline.

**LATENT IMAGE**— The image recorded by light on the light-sensitive emulsion that remains invisible until developed.

**LATITUDE**— In still photography, the amount by which a negative may be overexposed or underexposed without an appreciable loss of image quality.

**LAYOUT**— The overall pattern of the elements on a page, showing the arrangement of pictures, text and headlines.

**LEAD**— Pronounced “leed.” The first and most important paragraph of any news story. It attracts the reader and states the important facts first.

**LEAD, SUMMARY**— A news story lead that briefly summarizes the most important facts in the story.

**LEADING LINES**— A photographic technique used to direct attention toward the point of interest.

**LENS**— In still photography and television, the optical instrument or arrangement of light-refracting elements in a group; the lens is designed to collect and distribute rays of light in the formation of an image.

**LENS, WIDE ANGLE**— A lens of a shorter final length than the standard lens, used to get more area into the picture.

**LENS, ZOOM**— A variable final-length lens.

**LETTER, BUSINESS**— A form of correspondence generally used when writing agencies or individuals outside the Department of the Navy (DON) or Department of Defense (DoD).

**LETTER OF TRANSMITTAL**— A cover document used to submit 10 or more Fleet Home Town News Release Forms (NAVSO 5724/1).

**LETTER, STANDARD NAVAL**— Official correspondence used when writing to other naval commands or organizations within the Department of Defense (DoD).

**LIBEL**— A published (written, printed or pictured) defamation that unjustly holds a person up to ridicule, contempt, hatred or financial injury.

**LIBEL PER SE**— The more obvious and serious of the two forms of libel. Libel per se means “by itself” or “on the face of it.”

**LIBEL PER QUOD**— The least obvious of the two forms of libel. Libel per quod means “because of

circumstance” or “by means of circumstance” and is committed by inference.

**LIGHT, AVAILABLE**— *See* LIGHT, EXISTING.

**LIGHT, BOUNCE**— In still photography, an electronic flash lighting technique in which the light source is directed at the ceiling or wall and bounced back to the subject as indirect light.

**LIGHT, EXISTING**— In still photography, the light that happens to be on the scene, such as light from table, floor and ceiling lights, neon signs, windows, skylights and candles.

**LIGHT, FILL**— In television, light used to fill in and soften harsh shadows created by the key light.

**LIGHT, KEY**— In television, the main light source providing sufficient light to operate the camera. The key light serves as the reference point for all other lighting.

**LIGHT, NATURAL**— *See* LIGHT, EXISTING.

**LINE ART**— Any piece of solid color art (illustrations, rules, headlines, borders, cartoons, crossword puzzles, etc.) suitable for photographing without the use of a halftone screen.

**LIVE**— (1) In radio and television, a program that is aired in realtime (as it happens). (2) A term used to describe a piece of equipment that is turned on, such as a “live microphone.”

**LOADED QUESTION**— A question posed by an interviewer that is intended to evoke a particular response by the interviewee.

**LONG SHOT (LS)**— In television and still photography, a shot that produces a full view of the scene, including details of background as well as foreground. When the director calls for a long shot, it normally will include five or six people.

**MAKEUP**— The process of arranging pictures, headlines and news stories in a page layout to obtain maximum effectiveness.

**MASTHEAD**— A statement in a newspaper that gives the reader information about the publication, such as the name of the publisher, frequency of publication, names of staff members, and the addresses or telephone numbers of either the editorial office or publisher (or both).

**MEDIA**— Plural form of the word medium; a term used to identify all ways and means of communicating news, information and entertainment to a relatively large audience.

**MEDIA INFORMATION KIT**— A folder that contains useful background information on a ship or station or a particular news event.

**MEDIUM CLOSE-UP (MCU)**— In television and still photography, a shot that normally includes the head and shoulders of the talent or subject.

**MEDIUM LONG SHOT (MLS)**— In television and still photography, a shot between the longshot (LS) and extreme long shot (ELM).

**MICROPHONE, BIDIRECTIONAL**— A microphone with a bidirectional polar pattern, allowing it to pickup sound in two directions.

**MICROPHONE, BOOM**— A unidirectional microphone attached to a hand-held pole, allowing the microphone to remain outside of camera range.

**MICROPHONE, CONTACT**— *See* MICROPHONE, HIDDEN.

**MICROPHONE, DESK**— A stationary microphone used primarily when the talent is working from behind a desk or lectern.

**MICROPHONE, HAND**— A unidirectional microphone normally used during ENG shooting assignments and audience participation programs.

**MICROPHONE, HANGING**— A stationary microphone used when a boom microphone is impractical because of lack of space or when a large set will not permit rapid boom movement. The hanging microphone is hung from the ceiling or overhead by its cable, placing it out of normal camera range.

**MICROPHONE, HIDDEN**— A stationary microphone often used to record the sound of an object to which it is in direct contact.

**MICROPHONE, LAVALIERE**— A small unidirectional microphone used by the talent and normally clipped or taped to an article of clothing.

**MICROPHONE, LAVALIERE (DUAL REDUNDANCY)**— Two lavalier microphones attached to the same clip. One microphone is live; the other serves as an emergency backup in case the primary microphone fails.

**MICROPHONE, OMNIDIRECTIONAL**— A microphone with an omnidirectional polar pattern, allowing it to pick up sound in a 360-degree radius.

**MICROPHONE, STAND**— A stationary microphone used when the sound source is immobile and the microphone may be seen on camera.

**MICROPHONE, UNIDIRECTIONAL**— A microphone with a unidirectional polar pattern, allowing it to pick up sound from only one direction

**MICROPHONE, WIRELESS**— A standard lavalier microphone connected to a battery-powered radio transmitter that relays a radio signal to a receiver in the audio control room. Used in productions where cable-free operations are desired.

**MORE**— A direction typed at the end of a page of copy to indicate that the story does not end there — more is coming.

**MOTOR DRIVE**— A mechanical device used with a 35mm single-lens reflex (SLR) camera that fires the shutter and advances the film for a preset number of exposures.

**MUSIC BACKGROUND**— In radio, music that helps set the mood of a radio program and increases audience appeal.

**MUSIC, BRIDGE**— In radio, music that connects or “bridges” together two ideas or thoughts in a radio program.

**MUSIC, FILL**— In radio, music used to fill time at the end of a radio program.

**MUSIC, THEME**— In radio, music that helps identify the subject or character of a radio program.

**MWR**— Morale, Welfare and Recreation. Unimportant source for information regarding recreation, intramural and youth programs.

**NAMEPLATE**— The name of a newspaper in large type at the top of the front page.

**NAVSO 5724/1**— The Fleet Home Town News Release Form (Rev. 8-88). The only authorized form for all home town news releases.

**NBS**— Navy Broadcasting Service. Manages AFRTS outlets within the DON.

**NEC**— Navy Enlisted Classification. A four-digit number that indicates a special qualification earned by an individual.

**NEGATIVE**— A photographic image on film or paper in which light tones are rendered dark and dark tones appear light.

**NEWS, SOCIAL**— News that most often deals with the activities of officers and enlisted wives’ clubs, the happenings of the teen-age set, weddings and local charity events.

**NEWS, SPORTS**— News that chronicles the activities of athletic teams, discusses upcoming games and details the accomplishments of sports figures.

**NEWS, SPOT**— News obtained on the scene of the event, hence fresh, live news. Usually used to refer to unexpected events.

**NEWS ADVISORY**— An abbreviated form of a standard Navy news release intended to get the news media to cover an event themselves.

**NEWS CONFERENCE**— A meeting between an official spokesperson and news correspondents conducted primarily to provide the correspondents with information necessary to report a news event accurately, particularly a fleet exercise, special event or VIP visit. Normally, a news conference is arranged only when the news is of such magnitude that it cannot adequately be disseminated through an official Navy news release.

**NEWS PEG**— The most significant or interesting fact in a story, usually featured in the first paragraph.

**NEWS RELEASE**— *See* RELEASE and RELEASE, STANDARD NAVY NEWS.

**NEWSPAPER BROADSHEET**— *See* NEWSPAPER, FULL-FORMAT.

**NEWSPAPER, COMPACT**— *See* NEWSPAPER, MAGAZINE-FORMAT.

**NEWSPAPER, FULL-FORMAT**— A newspaper that measures 16 or 17 inches wide and 21 to 22 inches deep (a full metropolitan daily-size newspaper).

**NEWSPAPER, MAGAZINE-FORMAT**— A newspaper about half the size of a tabloid newspaper. It measures 7 to 8 inches wide and 10 to 11 inches deep.

**NEWSPAPER, TABLOID**— A newspaper that measures 10 to 12 inches wide and 14 to 18 inches deep. It is about half the size of a full-format newspaper.

**NMPS**— Navy Motion Picture Service. Provides most Navy ships with first-run movies on 1/2-inch Beta videocassettes.

**NOTICE**— A directive of a one-time nature or one that contains information or action for a brief time only. A notice usually remains in effect for less than six months, but is not permitted to remain in effect for longer than one year.

**OCCSTD**— Occupational standard A task statement that describes a minimal professional requirement in a particular rate.

**OFFSET LITHOGRAPHY**— A printing process wherein ink is applied to paper not directly from type, but from a rubber roller that has taken the impression from a photographically produced plate.

**ON CUE**— An instruction in a video news release that tells the talent to look at the television monitor in the studio and wait for the scene described in the video column to appear before continuing.

**ONE-SHOT**— In television, a shot that includes one talent.

**ORAL PUNCTUATION MARKS**— In radio, a series of diagonal lines added to copy to tell the announcer when to breathe, without disrupting the natural flow, phrasing and importance of a sentence.

**ORNAMENTS**— Any of several printer's devices, such as stars (dingbats) and dots (bullets), used to add interest and beauty to a printing job.

**OSCILLOSCOPE**— In television, a device used to display electronic signals visually and to setup and test television equipment.

**PAN**— In television, a secondary camera movement in which the camera is moved horizontally on a stationary pedestal (derived from "panorama").

**PAO**— Public affairs officer. A commissioned officer (1650 designator) trained to interpret and implement the theories and practices of Navy public affairs policy at the command level. At some smaller installations, the PAO maybe an enlisted journalist or an enlisted person from another rating.

**PAO, COLLATERAL-DUTY**— A public affairs officer without the 1650 designator who has other assignments that are considered primary duties. In most cases, a collateral-duty PAO can devote only a minimal amount of time to public affairs work

**PA REGS**— Short title for *U.S. Navy Public Affairs Policy and Regulations*, SECNAVINST 5720.44A. PA Regs provides the PAO and his staff with basic policy and regulations to carry out the public affair's and internal relations programs of the DON.

**PEDESTAL**— (1) In television, a device on which a camera is mounted. (2) A secondary camera movement where the camera is either raised or lowered on its pedestal.

**PHASING**— In radio, an effect usually used to enhance a person's voice and which is achieved when two identical audio sources are played back at slightly different start times.

**PHOTO CAPTION**— *See* CUTLINE.

**PHOTOELECTRIC TRANSDUCER**— *See* PICKUP TUBE.

**PHOTO-FLO**— *See* WETTING AGENT.

**PHOTOJOURNALISM**— A means of communication where the main emphasis is predominantly achieved through photographs.

**PICA**— Printer's unit of measure; one-sixth of an inch or 12 points.

**PICKUP TUBE**— In television, a vacuum tube housed within a television camera that changes light into electrical energy. Also known as a photoelectric transducer.

**PICTURE STORY**— A planned, organized series of related pictures that tell a story.

**PLATE**— In offset lithography, the grained zinc or aluminum sheet that carries the image to be printed.

**PLATEN**— In typewriters and printers, the hard-rubber roller against which the individual letters or printer pins strike.

**POINT**— The unit of measurement in which type sizes are designated. One point is approximately one seventy-second of an inch; 12 points equal one pica.

**POLAR PATTERN**— Inradio and television, the shape of the area around a microphone where it picks up sounds with maximum fidelity and volume.

**POSTPRODUCTION**— In radio and television, the last stage of the production process that largely involves quality control checks and final adjustments to the finished program.

**POT**— Potentiometer. In radio and television, a knob or slider used to vary the sound volume of an input to the audio console.

**PREPRODUCTION**— In radio and television, the primary production stage in which a live or taped program is planned and coordinated

**PRESREL**— Naval communications short title for a Navy press (news) release transmitted to a designated command for appropriate distribution.

**PRIMARY MOVEMENT**— In television, movement in front of the camera, usually by the talent.

**PRIVACY ACT, THE**— A law that safeguards military and civilian government employees against the invasion of personal privacy and allows them to gain access to information about themselves.

**PRODUCTION**— In radio and television, the actual execution of a live or taped program.

**PROJECTION PRINTING**— In still photography, the process of making positive prints by projecting the negative image onto photosensitive paper.

**PROJECTOR, CAROUSEL SLIDE**— A visual communication medium used to project 35mm slides.

**PROJECTOR, OPAQUE**— A visual communication medium primarily used to project graphs, photographs and other visual aids that are too small to be seen but should be shown in their actual form.

**PROJECTOR OVERHEAD TRANSPARENCY**— A visual communication medium used to project the contents of a transparent overlay (text, illustrations or both).

**PUBLIC AFFAIRS OFFICE**— The office responsible for managing all command public affairs functions, such as public information, internal information and community relations.

**QUADRANT DESIGN**— A traditional front-page newspaper design pattern where the page is divided into four quarters, and a dominant, eye-stopping element (picture or headline) is placed in each quarter so that diagonal quarters balance each other.

**QUERY**— A request for specific information by a reporter, usually made by telephone.

**QUERY SHEET**— A specially designed sheet used to document a query made by a reporter.

**QUOTE**— A portion of a story that contains the exact words of a speaker or writer.

**RACK FOCUS**— In television, the process of setting the focus on an object in the field of view. With rack focus, only the object focused upon and other objects at the same distance will remain in focus — as long as the distance between them and the camera does not change.

**RAM**— Random access memory.

**RED EYE**— In still photography, an effect that occurs in pictures of people and animals when the flash is used close to the optical axis of the lens and the subject is looking at the camera.

**REEFER**— A headline that refers the reader to an article inside the newspaper.

**REEL-TO-REEL TAPE RECORDER/REPRODUCER**— A type of tape recorder/reproducer that uses 1/4-inch magnetic tape supplied on spools. The tape, available in several reel sizes and tape lengths, must be threaded onto the machine, where it passes the tape heads at either 7.5, 15 or 30 inches per second (ips).

**RELEASE**— Information previously limited to a controlled number of persons that is made available to the general public. The release may be any material (written, printed, oral or photographic) that has been properly cleared and authorized for dissemination to the public by the Navy through any media.

**RELEASE, ADVANCE NEWS**— A type of release written to promote a scheduled special event.

**RELEASE LINE**— The portion of a news release that describes the urgency of the material, normally one of the following designations: For Immediate Release, For General Release, Do Not Use After (time and date) and Hold For Release Until (time and date).

**RELEASE NUMBER**— An identifying number assigned to a standard Navy news release.

**RELEASE, RADIO NEWS**— A type of news release designed for dissemination to radio stations and written in broadcast style.

**RELEASE, STANDARD NAVY NEWS**— A formal document, written in news style, concerning Navy activities approved for public dissemination by an authorized person. The enlisted journalist normally prepares and edits it, then the PAO, through the authority of the officer in command, approves the release.

**RELEASE, VIDEO NEWS**— A type of news release that accompanies a videotape. The release is actually a script divided into two columns; the left column is devoted completely to the video, or visual, section and the right column to the audio, or sound, section of the release.

**REMOTE**— In radio and television, a broadcast that originates outside the studio of a station.

**REVERB**— In radio, the persistence of sound until it fades away, usually achieved when a cartridge machine is used.

**REVERSE KICKER**— *See* HAMMER HEAD.

**RHETORICAL QUESTION**— A question that cannot be answered with a straight yes or no answer; it is asked mainly for effect with no answer expected

**ROUGH**— The initial manuscript of a story, normally typed double-spaced on one side of the paper only.

**ROUGH**— A thin, black line used to separate newspaper items and create boxes.

**RULE OF THIRDS**— A photographic concept where the photographer mentally divides the frame into thirds (both vertically and horizontally) and places the point of interest at one of the four intersections of these lines.

**RUN AND RETURN STORY**— A type of story processed by the Fleet Home Town News Center (FHTNC) in which the appropriate Fleet Home Town News Release Form(s) (NAVSO 5724/1) is/are returned to the submitting command after — processing.

**SADDLE STITCH**— To bind a publication along its centerfold.

**SATNET**— The AFRTS Satellite Network

**SATURATION**— In television, the actual strength of a particular color.

**SCALE**— The process of either enlarging or reducing a cropped photograph or artwork to fit in a hole on a newspaper page.

**SCALE FOCUSING**— In still photography, a calibrated scale that permits focusing a camera without the use of a range finder or ground glass.

**SCANNING**— In television, the process of registering all the elements of a video picture in sequence. During the scanning process, the television camera “encodes” the elements, then the television receiver is used to “decode” them in the proper order to recreate the original image.

**SCANNING AREA**— In television, the total area seen by the camera and reproduced on the studio monitor.

**SCREEN**— In television and still photography, a small metal screen placed in front of a lighting instrument to reduce its intensity.

**SCRIM**— In television and still photography, a piece of clear, spun glass or gauze used to diffuse and soften alight.

**SECONDARY MOVEMENTS**— In television, camera movements used to follow the primary movement

of the talent or to change or adjust picture composition

**SHOOTING SCRIPT**— A written plan for a picture story.

**SHOT**— (1) In still photography, a single exposure or photograph. (2) In television, a single scene; the continuous action occurring from the time the camera is turned on to the time it is turned off.

**SHUTTER RELEASE**— A device used to actuate a camera shutter.

**SHUTTER SPEED**— In still photography, the length of time that light is permitted to act upon film or paper as a result of the shutter having opened and closed.

**SIC**— A term used to show the reader that quoted matter contains an error, but is reproduced precisely. It is normally used within brackets: [sic].

**SIDE LIGHTING**— In still photography, the type of lighting effect used to bring out the texture of a subject.

**SILHOUETTING**— A photographic technique in which the subject is backlit and then underexposed.

**SILVER HALIDE**— A light-sensitive silver salt, especially silver chloride or silver bromide, suspended in gelatin and used for coating photographic film, plates or papers.

**SITE**— Shipboard Information, Training and Entertainment system. Any of several closed-circuit television systems aboard authorized U.S. Navy ships and submarines.

**SLIDER**— *See* POT.

**SOUND EFFECT**— In radio and television, any noise used to enhance the spoken word.

**SPEAKERS BUREAU**— A list of speakers from within the command who talk on a variety of subjects. Administered by the command public affairs office.

**SPLICE**— The process of joining two pieces of audiotape at a predetermined location.

**SPOT ANNOUNCEMENT**— In radio, a message designed to inform the listener or make him take some action. Most spot announcements are 60 seconds or less.

**STET**— A Latin term meaning “let it stand,” used on copy or galley proofs to indicate that a marked

correction is in error and the copy should run as originally written or set.

**STILL DIGITAL PHOTOGRAPHY**— A photographic technique that allows a photographer to take pictures and store them electronically (digitally) in a specially manufactured camera. The pictures may then be processed using digital photographic software installed on a microcomputer.

**STOP BATH**— An acid solution used to arrest development by neutralizing the alkaline developer with which the photographic material is saturated as it leaves the developing bath.

**STOP DOWN**— In still photography and television, the use of a smaller aperture.

**STRINGER**— A person not assigned to a newspaper staff who contributes articles or provides information about an event.

**STROBE FLASH**— *See* ELECTRONIC FLASH.

**STYLE**— The spelling, punctuation, capitalization, abbreviation and similar mechanical aspects of grammar used in preparing copy.

**STYLEBOOK**— A compilation of rules that apply to a particular publication, including locally written policy on spelling, abbreviations, capitalization and several other areas.

**SWITCHER, AUDIO**— In television, a member of the studio production team who is responsible for operating the television audio-mixing console.

**SWITCHER, VIDEO**— In television, a member of the studio production team who is responsible for operating the video-mixing console and special effects bank.

**T/W SWITCH**— In television, the zoom servo lever that regulates the operation of a zoom lens (T for telephoto and W for wide angle).

**TALENT**— In television, the performer being photographed, such as the newscaster.

**TALLY LIGHT**— In television, the light atop the camera and inside the viewfinder that is illuminated when the shot produced by the camera is on the air.

**TAPE HEAD SEQUENCE**— The order in which the tape heads appear on a reel-to-reel tape recorder/reproducer. In most cases, the tape head sequence (from left to right) is erase, record and playback.

**TERTIARY MOVEMENT**— In television, an effect produced from a sequence of shots involving two or more cameras.

**TEST STRIP**— In still photography, a contact print produced to determine the correct exposure and contrast.

**THE ASSOCIATED PRESS**— A not-for-profit, cooperative news service that serves newspapers, magazines and radio and television stations.

**THE ASSOCIATED PRESS STYLEBOOK AND LIBEL MANUAL**— The recommended guide for preparing military news.

**THIRTY (30)**— A direction typed on the last page of copy to indicate the end of the story.

**THREE-SHOT**— In television, a shot that includes three talents.

**TIE-BACK**— A newswriting device that allows the writer to refresh the reader's memory about past events related to the story being written.

**TIE-IN**— A newswriting device that provides supplementary information to the story being written.

**TILT**— In television, a secondary camera movement wherein the camera is moved vertically on a stationary pedestal.

**TONE**— In a photographic negative or print, the degree of lightness or darkness of the various parts of the image.

**TOUR**— A planned program conducted for an individual or group designed to increase public awareness and understanding of a command and its mission.

**TRACK, AUDIO**— In television, the portion of the videotape that contains the audio information. Virtually all videotape formats provide enough space for the recording of two audio tracks.

**TRACK, CONTROL**— In television, the portion of the videotape that provides the necessary foundation to control and synchronize videotape editing and playback functions.

**TRACK, TIME CODE ADDRESS**— In television, the portion of the videotape used to record cuing information for editing, such as audio or visual time/frame identification.

**TRACK, VIDEO**— The portion of the videotape that contains the video information. The video track

takes up about three-quarters of the available space on a videotape.

**TRUCK**— In television, a secondary camera movement wherein the camera is moved horizontally on its pedestal.

**TWO-SHOT**— In television, a shot that includes two talents.

**TYPEFACE**— The characteristic design of type. The following are the six main classes of type: Roman, Gothic, Text, Italics, Script and Contemporary

**TYPE FAMILIES**— Typefaces that are similar, though not exactly alike in design.

**TYPE FONT**— A complete assortment of type of one size and style.

**TYPE SERIES**— The weight, width and angle of type. When a series carries only the family name, with no adjectives indicating variations in width, weight or angle, it maybe assumed that the type is normal.

**TYPOGRAPHY**— The art of printing with type, involving the style, arrangement and appearance of the printed page.

**UNIT COUNT SYSTEM (flit-j)**— A method used to calculate the lengths of headlines by assigning numeric values to letters, numeric characters and punctuation characters.

**UNITED PRESS INTERNATIONAL**— A news service that serves newspapers, magazines and radio and television stations and sells its services to subscribing news organizations.

**VCR**— Videocassette recorder.

**VIDEO NOISE**— An effect that occurs when the video signals produced by the pickup tube of a camera are not strong enough to override the electronic interference the system usually generates.

**VIDEOCASSETTE**— A plastic container in which a videotape moves from a supply reel to a take-up reel.

**VIDEOTAPE**— A form of magnetic tape for recording pictures and sound that can be played back immediately without processing.

**VIDEOTAPE, 8mm (Hi8)**— A videotape format that is 8mm (approximately 1/3-inch) wide and housed in a plastic cassette.

**VIDEOTAPE, 1/2-INCH BETA**— A videotape format that is 1/2-inch wide and housed in a plastic cassette.

The Beta format is not compatible with VHS (the other 1/2-inch videotape format).

**VIDEOTAPE, 1/2-INCH VHS**— A videotape format that is 1/2-inch wide and housed in a plastic cassette. The VHS format is not compatible with Beta (the other 1/2-inch videotape format).

**VIDEOTAPE, 3/4-INCH U-MATIC**— A videotape format that is 3/4-inch wide and housed in a plastic cassette.

**VIEWFINDER**— A miniature black-and-white television screen through which the camera operator views the scene being photographed.

**VISUAL**— In television, a device, such as a graphic or photographic technique, used to enhance a television production.

**VU METER**— Volume units meter. In radio and television, a device used on playback units and recorders to gauge soft and loud graduations of amplitude. Correct VU meter readings are achieved when average music and voice peaks fall between 80 and 100 percent.

**WASH**— The process of using water to remove soluble chemicals from photographic layers, especially the removal of fixer to avoid subsequent fading or discoloration of the silver image.

**WAVEFORM MONITOR**— In television, a type of oscilloscope used to display a video signal graphically. Television technicians use the waveform monitor to setup and test studio television cameras.

**WEBSTER'S NEW WORLD DICTIONARY, THIRD COLLEGE EDITION**— The dictionary of first reference when spelling, style and usage questions are not covered in *The Associated Press Stylebook and Libel Manual*.

**WELCOME ABOARD BOOKLET**— A public affairs office publication that familiarizes visitors and guests with a ship or station. It normally contains a photograph of the ship (or the main gate of a shore command), CO's welcome letter, mission statement, brief history of the command and unclassified statistics and facts.

**WETTING AGENT**— A chemical added to water to reduce surface tension, thereby improving wetting characteristics and reducing the formation of water drops.

**WIDE SHOT**— *See* LONG SHOT.



**WIDOW**— A line of type at the top of a column that is less than one-half the width of the line measure of the article.

**ZOOM**— In television, a secondary camera movement similar to a dolly, but the camera does not move. It is done by zooming in or out with a zoom lens.

**ZOOM FOCUS**— In television, the process of zooming all the way in on the subject and setting the focus,

then zooming out to the focal length desired. With zoom focus, everything in the depth of field will remain in focus, including the object focused on, provided the distance between it and the camera does not change.

**ZOOM SERVO**— In television, an electronically controlled motor that regulates the operation of a zoom lens.



## APPENDIX II

# REFERENCES USED TO DEVELOP THE TRAMAN

**NOTE:** Although the following references were current when this TRAMAN was published their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

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